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NASA Procedural Requirements

NPR 3317.1

Effective Date: May 08, 1999

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08, 2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Senior Executive Service Career Appointee Merit Staffing in NASA w/Change 1 (3/29/04)

Responsible Office: Office of Human Capital Management

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Chapter 4: Recruitment Procedures

4.1. Recruitment outside the Immediate Organization

EPM's may identify viable candidates outside of their immediate organizations to fill a career position from among current career SES appointees either within NASA or at another agency. Filling the position noncompetitively through reassignment or transfer is appropriate after receipt of the concurrence of the IPO (if applicable) and the ERB Chairperson, and approval by the Administrator.

4.2. Recruitment within the Government

In identifying candidates for recruitment within the Federal Government, the ERP's should seek highly qualified candidates from all groups of qualified individuals within the Executive, Legislative, and Judicial branches. Recruitment will not be limited to persons within NASA or to those with competitive status. Included will be qualified employees throughout NASA; sources of minority and female candidates and candidates with disabilities; referrals from NASA managers; and other Government agencies that can reasonably be expected to contain numbers of highly qualified candidates within the workforce.

4.3. Recruitment outside the Government

In recruitment searches extended outside the Federal Government, the ERP's will seek highly qualified candidates from the following sources in addition to those used within the Government: private industry, the academic community, state or local government, and the uniformed services where highly qualified candidates can be reasonably expected to be found.

4.4. Recruitment of SES Candidate Development Program Graduates

A graduate of an SES Candidate Development Program (CDP) that was open to applicants at least Governmentwide, and whose Executive Core Qualifications have been certified by an OPM Qualifications Review Board, may be appointed to an SES position without further competition under OPM regulation. In NASA, however, all initial SES career entry appointments will be made following the competitive procedures in this NPR, unless a waiver of competitive procedures is granted. For appointments at NASA Centers a waiver may be granted by the IPO and for appointments at Headquarters a waiver may be granted by the Administrator. Filling the position noncompetitively with a certified CDP graduate is appropriate after receipt of the concurrence of the IPO (if applicable) and the ERB Chairperson, and approval by the Administrator.

4.5. Distribution of vacancy announcements

4.5.1. Vacancy announcements will be submitted to the NASA Personnel Division, Code FP for approval when required by NPR 3100.1. The EPM/ERP will distribute the announcement to all NASA Centers and selected other

organizations within the recruitment area that can reasonably be expected to have groups of highly qualified candidates.

4.5.2. Announcements must be open for at least 14 days from the date published in the OPM SES vacancy announcement system.

4.6. Applicant Evaluation Procedures

4.6.1. The ERP must group qualified candidates into broad categories (i.e., highly qualified, and minimally qualified). Numerical rating and ranking are not to be used.

4.6.2. The ERP will provide the EPM with written recommendations and a brief rationale on all highly qualified candidates who apply for a vacancy to be filled by a career appointee. Information on candidates not in this best qualified group will be maintained in the vacancy file; however, it need not be forwarded with the referred candidates.

4.6.3. The EPM shall provide the following for review by NASA management and for the request to OPM for approval of executive qualifications (as required by 5 U. S. C. 3393(c):

4.6.3.1. A NASA Form 1669 describing and justifying the requested action, including the recommended pay.

4.6.3.2. The position description.

4.6.3.3. The vacancy announcement, which includes the qualification standards.

4.6.3.4. A written evaluation of the candidate's background to support certification of executive qualifications. Executive qualifications are defined in terms of competence to assume leadership responsibilities in the executive core qualifications established by the OPM.

4.6.3.5. The candidate's application.

4.6.3.6. Reserved

4.6.3.7. A completed OPM Form 1390.

4.6.3.8. Any other information which from time to time may be required by the Administrator; such as a summary of the results of the staffing process followed or the narrative personal endorsement of the recommended candidate prepared by the EPM or IPO as appropriate.

4.7. Merit Staffing Documentation

4.7.1. The following records shall be maintained for a period of 2 years after the date of initial career appointment (or the closing date if no selection is made) or until an OPM evaluation, whichever occurs first. The Headquarters Human Resources Management Division will serve as the repository for such records for the EPM's located at NASA Headquarters, the Centers, the Center Personnel Office should be the repository: the OPM vacancy control number, the position description, and the vacancy announcement (including the qualification standard); a list of organizations and addresses to which the vacancy was distributed and the distribution rationale; originals of all applications received; the selection procedures (rating plan) applied; the names and organization titles of ERP members; the signed and dated written recommendations of the ERP concerning each candidate made (a list of the groupings of all applicants and the supporting rationale or rating sheets); any references or qualifications questionnaires or inquiries obtained on applicants; record of which (if any) candidates were interviewed; and any complaints or appeals to the ERP and any ERP findings.

4.7.2. The EPM will retain all versions of a position's qualification standard for the life of the position.

4.7.3. A description of the procedures used by the Center for filling career SES vacancies by merit staffing will be available and open to review by anyone requesting the information. Applicants are also entitled, upon request, to know whether they were eligible for the position and whether they were referred to the selecting official for consideration for appointment. They may have access to qualifications questionnaires or reports of qualifications inquiries about themselves, except for information that would identify a confidential source.

4.8. Program Review and Quality Assurance

The NASA Personnel Division will monitor the operation of the SES personnel management system and make recommendations on improvements or corrective actions to the Chairman, ERB, and to the Administrator to assure quality and consistent implementation.

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